



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE COORDINATOR

Posting Number

PN# 112772

Department

Department of Public Works & Engineering

Division

Resource Management Division

Reporting Location

611 Walker

Workdays & Hours

M-F, 8:00 a.m. - 5:00 p.m. *

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs professional administrative duties on behalf of the Deputy Director of Public Works and Engineering, Resource Management Division. Maintains confidential, correspondence files and investigations. Receives and responds appropriately in a timely manner to complaints/inquiries of senior staff, employees, citizens, outside agencies and elected officials. Coordinates the division's financial operations, including budget planning, integration and oversight, project cost analysis, expenditure control and accounting procedures. Attends meetings and conferences involving public and private groups and city officials as representative of the division head and acts as liaison on matters involving other departments. Conducts administrative research and special management activities/assignments. May have supervisory duties, as assigned. Requires the ability to communicate effectively, both orally and in writing. Performs other duties as requested.

WORKING CONDITIONS

This position is physically comfortable; the individual has some discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional administrative experience. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with previous experience supporting a senior executive.

SELECTION/SKILLS TESTS REQUIRED

None

However, the department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24

\$1, 419 - \$2,048 Biweekly \$36,894 - \$53,248 Annually

OPENING DATE

August 23, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. For applicant status inquiries, please call 713-837-0571. For application status inquiries, please call (713) 837-0571. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our T.D.D. (Telephone Device for the Deaf) is 713-837-9471.

An equal opportunity employer